Client: Please mark any tasks that should be completed and state their priority – “A” priority (these MUST be done) or “B” priority (you would LIKE these to be done IF time allows)

## ENTRANCE AREA
- Wipe skirting boards
- Wipe door clean
- Sweep/vacuum floors/carpets
- Mop floor (hard floors)
- Other:

## LIVING ROOM
- Dust picture frames
- Clean mirrors
- Wipe skirting boards
- Dust/clean fireplace (if applicable)
- Dust/wipe all surfaces
- Polish
- Sweep/vacuum floors/carpets
- Mop floor (hard floors)
- Clean window sills/ledges
- Clean under sofa cushions
- Clean windows
- Other:

## DINING ROOM
- Dust picture frames
- Clean mirrors
- Wipe skirting boards
- Dust/clean fireplace (if applicable)
- Dust chairs
- Dust/wipe all surfaces
- Polish
- Sweep/vacuum floors/carpets
- Mop floor (hard floors)
- Clean window sills/ledges
- Clean under sofa cushions
- Clean windows
- Other:

## KITCHEN
- Clean hob
- Clean cupboard doors
- Wipe down appliances (fridge, etc)
- Clean all surfaces
- Clean sink & buff taps
- Clean windows
- Clean window sills/ledges
- Sweep/vacuum floors/carpets
- Mop floor (hard floors)
- Clean cupboard tops
- Other:

## BATHROOM
- Clean bath
- Clean sink
- Clean mirrors
- Clean shower inside/outside
- Clean all tiled surfaces
- Clean taps & buff up
- Clean toilets inside and out
- Sweep/vacuum floors/carpets
- Mop floor (hard floors)
- Clean windows
- Other:

## BEDROOMS (state which ones to be done if not all)
- Clean mirrors
- Dust picture frames
- Wipe skirting boards
- Dust / wipe all surfaces
- Polish
- Sweep/vacuum floors/carpets
- Mop floor (hard floors)
- Tidy beds
- Wipe window sills/ledges
- Clean windows
- Other:

## HALLWAY & LANDING
- Sweep/vacuum floors/carpets
- Mop floor (hard floors)
- Clean mirrors & picture frames
- Polish handrails
- Dust and wipe skirting boards
- Clean windows
- Other:

## EN-SUITES & CLOAKROOM
- Clean hand basin
- Clean mirrors
- Clean shower inside and out
- Clean all tiled surfaces
- Clean toilets inside and out
- Sweep/vacuum floors/carpets
- Mop floor (hard floors)
- Clean windows

Health and Safety: DO NOT USE BLEACH